Report to: Communities Select Committee

Date of meeting: 27 June 2016

SCRUTINY

Epping Forest District Council

Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Action Plan 2015/16 – Quarter 4 (Outturn) position

Officer contact for further information: Barbara Copson (01992 564042)

Democratic Services Officer: Mark Jenkins (01992 564607)

Recommendations/Decisions Required:

(1)   That the Committee review the outturn position of the Corporate Plan Key Action Plan for 2015/16 in relation to its areas of responsibility; and

(2)   That the Committee identifies any actions arising from the Corporate Plan Key Action Plan for 2015/16 within its areas of responsibility, which require in-depth scrutiny or further report on current progress.

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2015/16 was agreed by the Cabinet in March 2015. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis. In May 2016 Management Board agreed that scrutiny could be enhanced by consideration by the Select Committees on a quarterly basis.

Reasons for Proposed Decision:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance.

Some actions have cross directorate responsibility. Where this is the case the most appropriate Select Committee is requested to consider the action. This report presents outturn progress against the Key Action Plan for 2015/16 for actions most appropriately considered by the Communities Select Committee at the end of the year (31 March 2016).

Other Options for Action:

Actions with cross directorate responsibility could be considered by an alternative Select Committees, or not considered by the Select Committees.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritise resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.

2. The Key Action Plan 2015/16 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2015/16. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.

3. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. Since Cabinet agreed the action plan in March 2015, five (5) additional actions were identified as appropriate to progress the Key Objectives during 2015/16, and these were therefore added to the action plan from quarter 2.

4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. Quarter 4 (outturn) progress against the individual actions of the 2015/16 Key Action Plan, is as below: In reporting outturn progress, the following 'status' indicators have been applied to the to individual actions:

   Achieved - specific actions have been completed or in-year targets achieved; or

   Behind Schedule - specific actions have not been completed or achieved in accordance with quarterly or other in-year targets.

   There are 55 actions in the Key Action Plan 2015/16. At the end of the year:

   - 36 (65%) of these actions have been achieved by year end; and
   - 19 (35%) of these actions have not been achieved by year end.

   15 actions fall within the areas of responsibility of the Communities Select Committee. At the end of the year:

   - 8 (53%) of these actions have been achieved at year end; and
   - 7 (47%) of these actions have not been achieved by year end.

5.   The Committee is requested to review the outturn position of the Corporate Plan Key Action Plan for 2015/16 as set out in Appendix 1 of this report, and identify any actions that require more in-depth scrutiny or further progress reports.

6.   This report was also considered by the Cabinet on 9 June 2016 and the Overview and Scrutiny Committee on 7 June 2016.

Resource Implications:
None for this report.

Legal and Governance Implications:
None for this report. Performance monitoring contributes to the delivery of value for money.

Safer, Cleaner, Greener Implications:
None for this report.

Consultation Undertaken:
The performance information set out in this report has been submitted by each responsible service director.

Background Papers:
Relevant documentation is held by responsible service directors.

Impact Assessments:

Risk Management
None for this report.

Equality:
None for this report.